

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Council and Customer Services	Policy No.:	
Department:	Council Committees	Approval Date:	
Division:	Windsor Accessibility Advisory Committee	Approved By:	CR463/2006
		Effective Date:	
Subject:	Policy for Proposals for Funding from Capital Project 7035138 (Accessibility)	Procedure Ref.:	
		Pages:	Replaces: n/a
			Date:

1. POLICY

- 1.1 The City of Windsor supports efforts to remove attitudinal, informational, technological, physical, architectural and policy barriers to full access to services and facilities for people with disabilities.
- 1.2 Capital Project 7035138 (Accessibility) provides financial support for corporate departments to identify and remove barriers.
- 1.3 Capital Project 7035138 (Accessibility) is prioritized and administered by the Windsor Accessibility Advisory Committee to ensure that funding for all projects to remove barriers has been reviewed by people with disabilities.

2. PURPOSE

- 2.1 The purpose of this policy is to formalize and rationalize the use of Capital Project 7035138 (Accessibility) and to ensure that projects funded through Capital Project 7035138 (Accessibility) meet the needs of people with disabilities.

3. SCOPE

- 3.1 This policy covers applications for funding from Capital Project 7035138 (Accessibility) for removing barriers for people with disabilities. This policy does not apply where departments seek access to other sources of funding to remove barriers for people with disabilities. However, departments may seek advice from the Windsor Accessibility Advisory Committee on proposed projects.

- 3.2 The Access for Ontarians with Disabilities Act, S.O. 2005, c. 11 gives the Windsor Accessibility Advisory Committee the mandate to provide advice to the Corporation and Council on ways to remove barriers for people with disabilities. Where a project involves a change to the built environment of a building owned, occupied or leased by the City, the Windsor Accessibility Advisory Committee has a statutory right to be consulted about those decisions.

4. **GOVERNING RULES AND REGULATIONS**

Accessibility for Ontarians with Disabilities Act, 2005
City of Windsor Purchasing Bylaw – 400 - 2004

5. **RESPONSIBILITY**

5.1 Where a department is seeking funding Capital Project 7035138 (Accessibility), the Manager or Supervisor for the relevant area is responsible to prepare a Proposal for Funding in the appropriate form and submit it with the signature of the area Executive Director to the Windsor Accessibility Advisory Committee.

5.2 The Windsor Accessibility Advisory Committee is responsible to review all Proposals for Funding in a timely manner and provide constructive feedback to all applicants.

5.3 The Windsor Accessibility Advisory Committee may set its own procedure for the review of Proposals for Funding and may require applicants to attend one or more meetings to provide further information or answer questions.

5.4 The Windsor Accessibility Advisory Committee may request reports from successful applicants for funding on the progress of their Proposal after funding was approved.

5.5 The Windsor Accessibility Advisory Committee is responsible to ensure that Capital Project 7035138 (Accessibility) is managed and used in a manner most likely to ensure that the goals of the Accessibility for Ontarians with Disabilities Act are met.

5.6 The Hospitality and Corporate Facility Planning Department is responsible to provide the Windsor Accessibility Advisory Committee with quarterly reports on the status of Capital Project 7035138 (Accessibility).

6. **DEFINITIONS**

- 6.1 **Windsor Accessibility Advisory Committee** is the committee or its equivalent designated by Council to fulfill the mandate of the Accessibility Advisory Committee required under section 29 of the Accessibility for Ontarians with Disabilities Act

- 6.2 Capital Project 7035138 (Accessibility)** is the fund created by Council in 2003 to provide funding for projects to remove barriers for people with disabilities in Windsor.
- 6.3 Barrier** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability.

7. RECORDS, FORMS AND ATTACHMENTS

- 7.1** The Windsor Accessibility Advisory Committee may create forms and documents to support this policy including a form called Proposal for Funding from the Capital Accessibility Fund 7035138.
- 7.2** All Proposals for Funding from the Capital Project 7035138 (Accessibility) which are submitted to the Windsor Accessibility Advisory Committee will form part of the official records of the Windsor Accessibility Advisory Committee and be kept in a secure location by the secretary of the Windsor Accessibility Advisory Committee.
- 7.3** Documents generated as a result this policy will be maintained in accordance with the Corporate Records Retention By-Law 12599.
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